



**City of Greenfield, IN – Parks and Recreation Department  
Pre School Program**

**Date Posted:** November 8, 2010

**Close Date:** Open Until Filled

**JOB DESCRIPTION: Pre School Program Instructor**

**DEPARTMENT: PARKS & RECREATION DEPARTMENT**

**HOURS OF WORK: Monday-Friday (9-11:30 AM and 12:30-3:00 PM) max 30 hours per week  
(September through May) Hours may vary. (Feb-August – prep and training)**

**SALARY: \$14.50/HR – No Formal Employee Benefits**

**WORK INVOLVED**

Serves as contracted staff member for the City of Greenfield Parks and Recreation Department. Responsible for the supervision of assigned age group. Exercises leadership techniques and skills with group members at all times. Assists in maintaining rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Responsible to the Greenfield Parks and Recreation Pre School Staff – Program Director and Park Superintendent. Punctuality and regular attendance are essential functions of this position. Employee is required to be available for assigned program dates and times. Performs park/facility maintenance and policing debris. Enforcement of all Parks Department facilities regulations and policies is a must. Plan and implement lessons plans, lead large and small groups of children. As assigned, participate in all aspects of pre school planning, training, and parent meetings. Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment. Prepare materials as needed to carry out the weekly lesson plans. Develop a positive relationship with all staff and children, their families, and volunteers. Ensure that all feel welcome, and communicate with parents on a regular and assigned basis. Attend all scheduled meetings and overall program activities (EX arts, crafts, plays, story time, music, motor skills, etc.). Manage small groups of children, and assist in evaluating activities regarding appropriateness and effectiveness and interest of the children as assigned. Assist in the collection of all assigned documentation. Provide support in keeping proper inventory. Assist in completing assigned janitorial duties. Instructor must be able to be flexible within the professional settings of a Pre School program environment. Maintaining a positive working relationship with all Parks and Recreation Staff Members is a must. Being a professional problem solver while using initiative is required. Employee must be able to adapt to various types of professional work settings while maintaining an open and honest approach. A positive attitude is required. Maintaining a Child Development Associate (CDA) credential is preferred. Perform all other assigned duties. This is a seasonal based position, which carries no employee benefits.

**JOB REQUIREMENTS**

Must complete High school and have received a diploma or equivalent. An Associates Degree up to a four year Bachelor's Degree with a focus on education is preferred. Must possess at least one (1) year experience in working with groups of children and/or adults in a Pre School or Child Care setting, planning, organizing, and conducting simple recreation activities. Previous child care/classroom experience is preferred. Ability to work with families from all socio-economic levels. Ability to work as a team with co-workers. Knowledge of applicable state and federal laws and requirements. Ability to work effectively with managers, supervisors, employees, and employee representatives. Knowledge of program rules and requirements. Ability to communicate effectively verbally and in writing. Valid driver's license is required. Good knowledge of leadership techniques is required. Knowledge of the care and use of recreation equipment is required. Certification in basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR/Basic First Aid certification required. Ability to get along well with fellow employees and participants is required. Be constantly alert and



aware of dangerous situations. Maintain order in all assigned areas of the facility. Enforce all facility rules and policies in a firm, consistent manner. Other duties as assigned by the Program Instructor or Program Director to facilitate the safe, sanitary, and effective operation of the assigned facility.

**EMPLOYMENT STIPULATION(S)**

Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

**APPLY TO (Include Resume Materials):**

City of Greenfield, IN Parks and Recreation Department

Patricia Elmore Center

280 North Apple Street

Greenfield, IN 46140

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